



# MONTANA DEPARTMENT OF TRANSPORTATION INVITATION FOR BID (IFB) (THIS IS NOT AN ORDER)

<b>IFB Number:</b> HWY-309560-KS	<b>IFB Title:</b> RESEED & HERBICIDE APPLICATION BETWEEN RAVALLI & ST IGNATIUS		
<b>IFB Due Date and Time:</b> April 29, 2010 3:00 p.m., Local Time		<b>Number of Pages:</b> <u>1 of 15</u>	

ISSUING AGENCY INFORMATION			
<b>Procurement Officer:</b> Kim Stewart			<b>Issue Date:</b> April 6, 2010
<b>MONTANA DEPARTMENT OF TRANSPORTATION PURCHASING SERVICES BUREAU 2701 PROSPECT AVE PO BOX 201001 HELENA MT 59620-1001</b>		<b>Phone: (406) 444-9282 Fax: (406) 444-5411 TTY Users, (406) 444-7696</b>  <b>Website: <a href="http://gsd.mt.gov/">http://gsd.mt.gov/</a></b>	

INSTRUCTIONS TO BIDDERS	
<b>COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR SEALED BID AND ANY REQUIRED DOCUMENTS TO:</b>  <b>#HWY-309560-KS PURCHASING SERVICES SECTION 2701 PROSPECT AVE PO BOX 201001 HELENA MT 59620-1001</b>	<b>Mark Face of Envelope/Package:</b>  <b>IFB Number: HWY-309560-KS</b> <b>IFB Due Date: April 29, 2010</b>  <b>SEALED BIDS will be received and publicly opened in the Administrative Division at 3:00 pm.</b>  <b>Attachments: PREVAILING WAGES</b>

BIDDERS MUST COMPLETE THE FOLLOWING	
<b>Federal Tax ID Number:</b>	<b>Delivery Date:</b>
<b>Bidder Name/Address:</b>	<b>Authorized Bidder Signatory:</b>  (Please print name and sign in ink)
<b>Bidder Phone Number:</b>	<b>Bidder FAX Number:</b>
<b>Bidder E-mail Address:</b>	
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

BILL TO: DEPT OF TRANSPORTATION  
ENVIRONMENTAL SERVICES  
PO BOX 201001  
HELENA MT 59620-1001

PROJECT SITE: DEPT OF TRANSPORTATION  
HWY 93, MP 27.0 – 33.0  
BETWEEN RAVALLI & ST IGNATIUS

Questions may be directed to Phil Johnson at (406) 444-7657 in Helena. However, any changes to the requirements of the Invitation for Bid (IFB) can only be made by the Montana Department of Transportation (Department) in writing, and claimed oral modifications are not valid or binding.

## **1.0. FEDERAL AID REQUIREMENTS**

- 1.1. Since Federal Aid Funds will be utilized to pay for this project, the Montana bid preferences will not apply.
- 1.2. Prevailing Wage will be in accordance with the attached FHWA form #1273 and current Davis-Bacon wage rates.
- 1.3. A DBE goal of 0% has been assigned to this project. Contractors are required to complete and return the attached DBE schedule.

## **2.0. STANDARD TERMS AND CONDITIONS**

By submitting a response to this invitation for bid, request for proposal, or acceptance of a contract, the Contractor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

### **2.1. ACCEPTANCE/REJECTION OF BIDS OR PROPOSALS**

The Department reserves the right to accept or reject any or all bids or proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the Department. Bids, proposals will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal.

### **2.2. ACCESS AND RETENTION OF RECORDS**

The Contractor agrees to provide the Department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance (Mont. Code Ann. § 18-1-118). The Contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation or exception relating to the contract taken by the State of Montana or third party.

### **2.3. ALTERATION OF SOLICITATION DOCUMENT**

In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a Contractor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the Contractor's disqualification and possible debarment.

### **2.4. ANTITRUST ASSIGNMENT CLAUSE**

All vendors, Contractors and subcontractors hereby assign to the State of Montana any and all claims or causes of action for any antitrust law violations or damages arising therefrom as to goods, materials and services purchased under the terms of this agreement and any change order that may result from this agreement. This assignment is made on behalf of the vendor, Contractor and all subcontractors, which may be hired or contracted with to furnish goods, materials or services.

## **2.5. ASSIGNMENT, TRANSFER AND SUBCONTRACTING**

The Contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department. (Mont. Code Ann. § 18-4-141.)

## **2.6. AUTHORITY**

The following bid, request for proposal, limited solicitation, or contract is issued in accordance with Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

## **2.7. BILLING**

The State of Montana cannot pay for materials or services in advance. All billing against this purchase order must be made only after completion of receipt of merchandise or services rendered.

## **2.8. COLLUSION PROHIBITED**

Prices quoted shall be established without collusion with other Contractors and without attempt to preclude the Department from obtaining the lowest possible competitive price.

## **2.9. COMPLIANCE WITH LAWS**

The Contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

## **2.10. CONFORMANCE WITH CONTRACT**

No alteration of the terms, conditions, delivery, price, quality, quantities or specifications of the contract shall be granted without prior written consent of the Department of Transportation Purchasing Bureau. Supplies delivered which do not conform to the contract terms, conditions and specifications may be rejected and returned at the Contractor's expense.

## **2.11. DISABILITY ACCOMMODATIONS**

The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Individuals, who need aids, alternative document formats or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

## **2.12. EXCEPTIONS**

A prospective Contractor may take "exception" to bid terms, conditions, specifications and dates stated within the bid package. However, the Department reserves the right to disqualify any and all bids submitted which include exceptions, if deemed not in the Department's best interest.

## **2.13. FACSIMILE RESPONSES**

Facsimile bids sent directly to the Department of Transportation will not be accepted; however, facsimile bids sent to a 3rd party and then delivered to the Department in a properly addressed, sealed envelope will be accepted.

## **2.14. FAILURE TO HONOR BID/PROPOSAL**

If a bidder/Contractor to whom a contract is awarded refuses to accept the award (PO/contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, in its discretion, suspend the bidder/Contractor for a period of time from entering into any contracts with the State of Montana.

## **2.15. FORCE MAJEURE**

Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

## **2.16. HOLD HARMLESS/INDEMNIFICATION**

Contractor agrees to defend, protect, indemnify and save harmless the State of Montana and Department against and from all claims, liabilities, demands, causes of action, judgments (including costs and reasonable attorneys fees), and losses to them from any cause whatever (including patent, trademark and copyright infringements) from the Agreement and its execution. This includes any suits, claims, actions, losses, costs or damages of any kind, including the State's and Department's legal expenses, arising out of, in connection with, or incidental to the Agreement, but does not include any such suits, claims, actions, losses, costs or damages which are solely the result of the negligent acts, omissions or misconduct of Department's employees if they do not arise out of, depend upon or relate to a negligent act, omission or misconduct of Contractor's employees. The Contractor assumes all responsibility for ensuring and enforcing safe working conditions and compliance with all safety-related rules and regulations for the benefit of its own employees, the employees of any subcontractor, and the public. That responsibility includes all duties relating to safety, regardless of whether any such duties are, or are alleged to be, "nondelegable" (e.g., the Montana Safe Place to Work Statute, etc.). This indemnification is expressly intended by the parties to include any claims, liabilities, demands, causes of action, judgments (including costs and reasonable attorneys fees), and losses that are, or are alleged or held to be, based upon a breach by the Department of a nondelegable duty relating to workplace safety for the Contractor's employees, the employees of any subcontractor, and the public.

## **2.17. LATE BIDS AND PROPOSALS**

Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the Contractor's risk to assure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the Contractor at the expense of the Contractor or destroyed if requested.

## **2.18. PAYMENT TERM**

All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the Department is allowed 30 days to pay such invoices. All Contractors may be required to provide banking information at the time of contract execution in order to facilitate state electronic funds transfer payments.

## **2.19. PREPARATION OF BIDS**

Bids must be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the Contractor in ink. Verbal bids will not be accepted. Facsimile bids sent directly to the Department will not be accepted; however, facsimile bids sent to a third party and then delivered to the Department in a properly addressed, sealed envelope will be accepted. Bid quotations shall be considered firm for 30 days after the date of opening unless otherwise stated in writing within the bid package.

## **2.20. REFERENCE TO CONTRACT**

The contract or purchase order number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

## **2.21. REGISTRATION WITH THE SECRETARY OF STATE**

Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://www.sos.state.mt.us>

## **2.22. REJECTION OF BIDS**

The Department reserves the right to reject any and all bids (wholly or in part) which fail to meet the terms, conditions and specifications of the bid package; or, are determined to be not in the Department's best interests; or, for which funding is not available. The Department reserves the right to reject bid proposals, waive technicalities, or advertise for new proposals. Bids will be firm for 30 days, unless stated otherwise in the text of this invitation for bid.

A written or verbal explanation regarding rejected bids may be obtained by contacting the Purchasing Services Bureau (406-444-9282) in Helena.

## **2.23. SEPARABILITY CLAUSE**

A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

## **2.24. SHIPPING**

Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

## **2.25. SOLICITATION DOCUMENT EXAMINATION**

Contractors shall promptly notify the Department of any ambiguity, inconsistency or error, which they may discover upon examination of a solicitation document.

## **2.26. TAX EXEMPTION**

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

## **2.27. TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED**

Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Mont. Code Ann. § 18-5-603.) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning nonvisual.

## **TERMINATION OF CONTRACT**

Unless otherwise stated, the Department may, by written notice to the Contractor, terminate the contract in whole or in part at any time the Contractor fails to perform the contract.

### **2.28. UNAVAILABILITY OF FUNDING**

The contracting agency, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. (Mont. Code Ann. § 18-4-313 (3).)

### **2.29. UNIT PRICE**

Unless otherwise specified, the unit price for each line items must be provided in the appropriate space within the bid document: This shall be known as the "base" bid. The unit price for multiple items must be extended to reflect the total price for the quantity of items requested. Unless otherwise specified, the unit price shall prevail.

### **2.30. U.S. FUNDS**

All prices and payments must be in U.S. dollars.

### **2.31. VENUE**

This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Mont. Code Ann. § 18-1-401.)

### **2.32. WARRANTIES**

The Contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Exceptions will be rejected.

## **3.0. GENERAL REQUIREMENTS**

### **3.1. CONTRACT PERFORMANCE SECURITY – SURETY BONDS ONLY**

The Contractor must provide contract performance security based upon 100% of the contract total. This security must be in the form of a surety bond licensed in Montana with a Best's rating of no less than A-. The surety bond must be supplied on the form designated by the State of Montana. The required form may be found at: <http://www.discoveringmontana.com/doa/gsd/procurement/forms.asp> and entitled "Contract Performance Bond." THE ORIGINAL FORM MUST BE PROVIDED. FACSIMILE, ELECTRONIC OR PHOTOCOPIES ARE NOT ACCEPTABLE.

The contract performance security must be provided to the State of Montana within 10 working days from the Request for Documents Notice. This security must remain in effect for the entire term of the contract. A new surety bond must be issued to the State of Montana if this contract is renewed.

The original surety bond form must be provided to the following address: Purchasing Services Bureau, P.O. Box 201001, Helena, MT 59620-1001.

Ref: MCA Title 18, Chapter 4, Part 3; ARM, Title 2, Chapter 5, Sub-Chapter 5.

### 3.2. INSURANCE REQUIREMENT

- 3.2.1. General Requirements: The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the performance of the work by the Contractor, agents, employees, assigns, or subcontractors. The insurance shall cover such claims as may be caused by any negligent act or omission.
- 3.2.2. Primary Insurance: The Contractor's insurance coverage shall be primary insurance as respect to the State, its officers, officials, employees, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by the State, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- 3.2.3. Specific Requirements for Commercial General Liability: The Contractor shall purchase and maintain Occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.
- 3.2.4. Additional Insured Status: The Montana Department of Transportation, its officers, officials, employees, and volunteers are to be covered as additional insureds; for liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations; premises owned, leased, occupied, or used.
- 3.2.5. Specific Requirements for Automobile Liability: The Contractor shall purchase and maintain coverage with limits of \$500,000 per person (personal injury), \$1,000,000 per occurrence (personal injury), and \$100,000 per occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.
- 3.2.6. Additional Insured Status: The Department, its officers, officials, employees, and volunteers are to be covered as additional insureds for automobiles leased, hired, or borrowed by the Contractor.
- 3.2.7. Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the Department. At the request of the Department either: (1) The insured shall reduce or eliminate such deductibles or self-insured retention's as respect to Department, its officers, officials, employees, and volunteers; or (2) The Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- 3.2.8. Certificate of Insurance/Endorsements: Insurance must be placed with an insurer with a Best's rating of no less than A-. The certificate must also include the Department's purchase order number or contract number. This insurance must be valid for the entire contract period. The Montana Department of Transportation, Purchasing Services Bureau, PO Box 201001, Helena, Montana 59620-1001 must receive all required certificates and endorsements within 10 days from the date of Request of Documents Notice before a contract or purchase order will be issued. Work may not commence until a contract or purchase order is in place. The Contractor must notify the Department immediately, of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The State reserves the right to require complete copies of insurance policies at all times.

### 3.3. COMPLIANCE WITH WORKERS' COMPENSATION ACT

The Contractor is required to supply the Purchasing Services Bureau with proof of compliance with the Montana Workers' Compensation Act while performing work for the State of Montana. (Mont. Code Ann. §§ 39-71-120, 39-71-401 and 39-71-405.) Neither the Contractor nor its employees are employees of the State. The proof of insurance/exemption must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status and must be received by Purchasing Services Bureau, P.O. Box 201001, Helena, MT 59620-1001, within 10 working days of the Request for Documents Notice and must be kept current for the entire term of the contract.

#### CONTRACTS WILL NOT BE ISSUED TO CONTRACTORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

Coverage may be provided through a private carrier or through the State Compensation Insurance Fund (406) 444-6500. An exemption can be requested through the Department of Labor and Industry, Employment Relations Division (406) 444-1446. Corporate officers must provide documentation of their exempt status.

### 3.4. PREVAILING WAGE REQUIREMENTS – BOOKLET ATTACHED

- 3.4.1. Montana Resident Preference: The nature of the work performed, or services provided, under this contract meets the statutory definition of a "public works contract" in section 18-2-401, MCA. Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of \$25,000 for construction or nonconstruction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted in relation to these statutes.

Unless superseded by federal law, each contractor shall ensure that at least 50% of a contractor's workers performing labor on a construction project are bona fide Montana residents.

The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

- 3.4.2. Standard Prevailing Rate of Wages: In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all associated administrative rules. Montana law requires that all public works contracts, as defined in section 18-2-401, MCA, in which the total cost of the contract is in excess of \$25,000, contain a provision stating for each job classification the standard prevailing wage rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Furthermore, section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA.

Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis. Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-

423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

### **3.5. CONTRACTOR REGISTRATION – FOR CONSTRUCTION**

The Contractor is required to be registered with the Department of Labor and Industry under sections 39-9-201 and 39-9-204, MCA, *prior* to contract execution.

The State cannot execute a contract for construction to a Contractor who is not registered and may award the contract to the next responsive Contractor if registration is not completed in a timely manner. (Mont. Code Ann. § 39-9-401.)

If you have a Contractor Registration Number, list it here: \_\_\_\_\_

### **3.6. CONTRACTOR WITHHOLDING – FOR CONSTRUCTION**

Section 15-50-206, MCA requires the state agency or Department for whom a public construction work contract over \$5,000 is being performed, to withhold one percent (1%) of all payments and to transmit such monies to the Department of Revenue.

### **3.7. PROJECT SITE**

Each Contractor must visit the job site to verify measurements and to become fully aware of the conditions relating to the project and the labor requirements. Failure to do so will not relieve the successful Contractor of his/her obligations to furnish all materials and labor necessary to carry out each provision of this contract.

Contractor shall adequately protect the project site, adjacent property and the public in all phases of the work. The Contractor shall be responsible for all damages or injury due to his/her action or neglect.

The Contractor shall allow the Department access to the Project.

### **3.8. CODE AND PERMIT REQUIREMENTS**

Successful Contractor agrees that all work performed as a result of award of the project detailed herein shall meet or exceed all applicable city, county, state and federal codes. Failure to research said codes will not relieve the successful Contractor of his/her responsibility regarding code compliance. The Contractor shall be responsible for all required permits, licenses, fees and inspections associated with the project.

### **3.9. UNSATISFACTORY WORK**

Work rejected by the Department as unsatisfactory shall be corrected by the Contractor prior to final inspection, acceptance and payment.

Contractor shall immediately proceed to remedy listed defects within 7 calendar days after Notice of Observed Defects has been issued by the Department.

Should the Contractor fail to respond to the Notice of Observed Defects or not remedy the defects, the Department reserves the right to have unsatisfactory work corrected at the expense of the Contractor.

Nothing herein stated shall obligate the Contractor to remedy defects caused by the Department's abuse of that work.

### **3.10. CLEAN-UP**

3.10.1. The Contractor shall keep the premises free from debris and accumulation of waste;

3.10.2. Remove all construction smears and stains from finished surfaces;

3.10.3. Remove all surplus materials, tools and construction equipment before requesting final payment from the Department.

### **3.11. INDEPENDENT CONTRACTOR**

Due to requirements of Federal labor laws, individuals who are presently a Montana State employee will not be considered for potential award of the Agreement. A successful bidder, who, during the post-bid period or during the term of the Agreement, becomes a Montana State employee, must immediately notify in writing the Department's Field Maintenance Chief. Contractor agrees that, if it becomes a Montana State employee during those periods, or if it hires anyone to perform more than 50% of the work under the Agreement who is a Montana State employee, the Agreement is subject to immediate termination.

It is expressly agreed that the Contractor in fulfilling the terms of this Agreement is not an employee of the DEPARTMENT, but is solely an INDEPENDENT CONTRACTOR and not an employee of the DEPARTMENT.

### **3.12. REQUEST FOR DOCUMENTS/NOTICE TO PROCEED**

After award has taken place, the successful Contractor will receive a "Request for Documents Notice" letter from the Purchasing Services Bureau. The "Request for Documents Notice" letter is not authorization to proceed with the project.

The purpose of the letter is to notify the Contractor that he/she must secure (a) proof of workman's compensation insurance coverage or exemption, (b) proof of liability insurance coverage and (c) contract performance security; and that these documents must be received by the Purchasing Services Bureau, 2701 Prospect Avenue in Helena before a "Notice to Proceed" with the project can be given.

Upon receipt by the Purchasing Services Bureau of the Contractor's proof of insurance and contract performance security, a purchase order will be officially signed. Receipt of the signed original purchase order by the Contractor shall be the Department's official "Notice to Proceed" with the project.

### **3.13. CIVIL RIGHTS**

#### **NON-DISCRIMINATION NOTICE**

During the performance of this Agreement, Contractor (hereafter in this Section "the Party"), for itself, its assignees and successors in interest, agrees as follows:

#### **A) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL-AID CONTRACTS**

- (1) Compliance with Regulations: The Party shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, 49 Code of Federal Regulations (CFR), Part 21, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made a part of this Agreement, even if only state funding is here involved.
- (2) Nondiscrimination: The Party, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Party shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Sec. 21.5.
- (3) Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Party for work to be performed under a subcontract, including procurement of materials or leases of

equipment, any potential subcontractor or supplier shall be notified by the Party of the Party's obligations under this Agreement and the Regulations relative to nondiscrimination.

- (4) Information and Reports: The Party will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by State or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Party is in the exclusive possession of another who fails or refuses to furnish this information, the Party shall so certify to the Department or the FHWA as requested, setting forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the Party's noncompliance with the nondiscrimination provisions of this Agreement, State may impose sanctions as it or the FHWA determines appropriate, including, but not limited to,
  - (a) Withholding payments to the Party under the Agreement until the Party complies, and/or
  - (b) Cancellation, termination or suspension of the Agreement, in whole or in part.
- (6) Incorporation of Provisions: The Party will include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Party will take such action with respect to any subcontract or procurement as the State or the FHWA may direct to enforce such provisions including sanctions for noncompliance: Provided, however, that in the event the Party is sued or is threatened with litigation by a subcontractor or supplier as a result of such direction, the Party may request the State to enter into the litigation to protect the interests of the State, and, in addition, the Party or the State may request the United States to enter into such litigation to protect the interests of the United States.

**B) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, SEC. 49-3-207, MCA**

In accordance with Section 49-3-207, MCA, the Party agrees that for this Agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Agreement.

**C) COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)**

- (1) The Party will comply with all regulations relative to implementation of the AMERICANS WITH DISABILITIES ACT.
- (2) The Party will incorporate or communicate the intent of the following statement in all publications, announcements, video recordings, course offerings or other program outputs: **"The Party will provide reasonable accommodations for any known disability that may interfere with a person in participating in any service, program or activity offered by the Party. In the case of documents, recordings or verbal presentations, alternative accessible formats will be provided. For further information call the Party."**
- (3) All video recordings produced and created under contract and/or agreement will be closed-captioned.

**D) COMPLIANCE WITH PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS, 49 CFR PART 26**

Each Agreement the Department signs with a Party (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

**The Party, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Party shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Party to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.**

**4.0. SPECIFICATIONS FOR WORK**

This work entails furnishing all equipment, labor and materials necessary to reseed and apply herbicides to approximately 70 acres of roadsides that were originally seeded as part of a previously completed reconstruction project. It is the intent of this project to establish desirable perennial grasses, in conjunction with reducing weed densities in the project area.

**4.1. Project Area**

4.1.1. Highway 93 - generally between Mile Posts 27.0 and 33.0.

4.1.2. Areas to be reseeded and sprayed occur on both sides of the road for the entire length of the project corridor. The width of the roadside varies from one side to the other and along the entire length of the project. A maximum of 70 acres will be seeded and sprayed under this contract. All areas to be seeded and sprayed will be conducted on slopes 3:1 or flatter. The MDT Reclamation Specialist or Project Manager will direct the contractor on areas to be treated.

**4.2. Materials and Equipment**

4.2.1. Seed Mixture: Furnish the following seed mixture and quantities necessary to reseed 70 acres.

<i>Species</i>	<i>lbs of pure live seed per acre</i>
Pryor slender wheatgrass	4.0
Covar sheep fescue	4.0
Sodar streambank wheatgrass	6.0
MT origin Canada wildrye	6.0
Critana thickspike wheatgrass	6.0

4.2.2. Seeding Equipment: Provide and utilize a heavy duty range/pasture seed drill specifically manufactured and equipped to conduct "no-till" seeding. The drill must be outfitted with coulters, double or single disks, with packer/press wheels. Seed drill must be able to accurately place seed to ¼ to ½ inch depths. Maximum row spacing is 8 inches.

4.2.3. Herbicide: Furnish the following herbicide, surfactants and water carrier to treat 70 acres within the project area.

- Herbicide containing the active ingredients glyphosate [21.9%] and imazapic [8.13%], marketed and sold by BASF Corporation under the trade name of Journey Herbicide.

- Non-ionic surfactant recommended by the herbicide manufacturer.
- Clean water. Water may be available at the MDT maintenance facility in Ravalli.

- 4.2.4. Herbicide Application: Provide and utilize spraying equipment outfitted with delivery system capable of correctly applying the herbicide, surfactant and water mixture in a uniform concentration, at the rate specified in the contract. The contractor must possess a valid commercial applicator license from the Montana Department of Agriculture, and comply with all requirements of the Montana Pesticides Act (MCA 80-8).

The contractor must furnish documentation of the source and quantity of materials, product certifications and specific equipment that will be used on the project in the bid response. Failure to furnish or verify that specified equipment and materials will be used may cause a bidder to be disqualified.

#### **4.3. Construction Methods**

- 4.3.1. Seeding Dates: Complete all work between April 15 and May 15. Extensions may be granted due to weather and/or excessively wet soil conditions.
- 4.3.2. Drill seeding: The entire project area was previously seeded 3 years ago. The plant community that developed from the topsoil replacement and reseeding is completely dominated by annual broadleaf weeds and cheatgrass brome. Heavy residual plant litter has built up on the soil from previous year's growth.

Seedbed conditioning is not required or allowed.

Seeding must be generally conducted parallel to the roadway direction. Areas designated for seeding will be prioritized in the following order:

- 1) A 30 foot wide strip on both sides of the roadway from roughly Mile Post 27.2 to 32.3. It should be noted that in some areas, the roadside width between the edge of pavement and backslope is less than 30 feet. In these areas, the width of seeding will only extend to the base of the backslope. This task will account for approximately 35 acres of the 70 total acres.
- 2) The remaining 35 acres to be seeded will occur within the designated Project Area, and at the direction of the MDT Reclamation Specialist or Project Manager. Selection of sites to be seeded will be based on existing weed growth, soil conditions and equipment accessibility. It can be assumed by the contractor that the remaining 35 acres of ground will be fairly uniformly distributed along the entire project length.
- 3) Herbicide Application: Within 48 hours of the completion of seeding, apply the herbicide at a rate of 16 fluid ounces per acre to all seeded areas. Use a minimum of 10 gallons per acre of water as the carrier. Follow all label directions and recommendations for applying Journey, with specific attention to the following label sections:
  - Spraying Instructions
  - Ground Applications
  - Site Preparation Prior to the Establishment of Desirable Plant Species

- 4.3.3. Construction logistics: The roadside width throughout the project area is sufficient for safe operation of all equipment without need for traffic control. The contractor may use the MDT maintenance facility in Ravalli for delivery and storage of materials, and to park equipment and vehicles when not being used. Coordination can be arranged with Tim Callahan @ 406-745-4373.

#### **4.4. Pre-Work Meeting**

A mandatory pre-work meeting will be held between the successful contractor and MDT personnel. The meeting will be held at the MDT office in Kalispell a minimum of 2 weeks prior to the start of work. The Department will designate a Project Manager at this meeting who will be the authorized agent for the Department on this project.

Topics presented and discussed include:

- Traffic control
- Quality or performance measures
- EEO and ADA Requirements
- Wage Rates
- Work shifts and schedules
- Chain of command
- Inspectors

## **5.0 STANDARD SPECIFICATIONS**

All references to the "Standard Specifications" shall be the Department's book entitled "Standard Specifications for Road and Bridge Construction," 2006 edition, or as amended by current supplemental specifications. Current supplemental specifications may be obtained at the following web site: <http://www.mdt.state.mt.gov/ctrct/contract.htm>.

- 1) The following Standard Specification Sections apply in their entirety:
  - a. Section 101
- 2) The following Standard Specifications Articles apply in their entirety:
  - a. 102.02, 102.04, 102.05, 102.06, 102.07, 102.08, 102.10
  - b. 107.11.5, 108.01, 108.05, 108.06
  - c. 618.03.3
- 3) The following portions of Standard Specifications Articles shall apply:
  - a. 610.03.2(D)(2)

## **5.0. DESIGNATED CONTRACT DATE**

WORK IS REQUIRED TO BE COMPLETED ON OR BEFORE: May 15, 2010

## **6.0. AWARD PROCESS**

- 6.1. Award will be made to one (1) Contractor whose valid bid meets all terms, conditions, specifications and dates as stated herein.
- 6.2. The prospective Contractor may take "exception" to bid terms, conditions, specifications and dates listed herein or, the prospective Contractor may submit an "alternate" proposal.
- 6.3. However, the Department reserves the right to disqualify any and all bids submitted which include either "exceptions" or "alternates." Additionally, the Department reserves the right to reject any and all bids if deemed to be in the Department's best interest.
- 6.4. The Department also reserves the right, due to reduced funding, due to failure of the successful contract to secure an approved air quality permit, or due to weather/seasonal consideration, to cancel all or any single or multiple project sites as referenced herein, if deemed in the Department's best interest.

## **7.0. QUOTE SECTION**

Contractor will provide all labor, equipment, materials and incidentals needed to seed, apply compost and install erosion control blankets at the locations and with the materials specified above.

Item & Description	Unit of Measure	Quantity	Unit Price	Total Price
Drill Seeding	Per Acre	<u>70.0</u>	\$ _____	\$ _____
Herbicide Application	Per Acre	<u>70.0</u>	\$ _____	\$ _____
Mobilization		<u>1.0</u>	\$ _____	\$ _____
<b>GRAND TOTAL:</b>				\$ _____

**CONDITIONS OF BID DISQUALIFICATION:**

- A) Failure on the part of the Contractor to display Invitation for Bid # HWY-309560-KS on the outside of the envelope containing a sealed bid will result in bid disqualification.
- B) Failure to attend the site inspection will result in bid disqualification.

[illegible]

## HAVE YOU REMEMBERED TO:

- \* Check our website for the latest addendum to the IFB
- \* Sign and return each addendum as required
- \* Review Standard Terms and Conditions
- \* Properly identify return envelope
- \* Sign your bid on the front page
- \* Initial any bid changes you made
- \* Submit bid security (if required)
- \* List Contractor registration number (if required)
- \* Review and complete all requirements listed herein to ensure compliance



MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call Kim Stewart at (406) 444-9282 Voice or 1-800-335-7592 TTY or TTY (406) 444-7696.